



NEIGHBORHOOD IMPROVEMENT ZONE PROGRAM TAX REPORT INSTRUCTIONS

The City of Allentown has designated your business location as within the Neighborhood Improvement Zone (NIZ) established by Act 50 of 2009 and Act 26 of 2011. Most state and local taxes collected from the NIZ will be used to repay bonds issued by the Allentown Economic Development Corporation to fund various economic development projects within the zone, including an arena.

Pennsylvania law requires all businesses within the NIZ to complete this report annually so the Department of Revenue may certify state taxes to be transferred to the NIZ Fund established for the redevelopment projects.

All businesses within the NIZ must complete the report on an annual basis by Jan. 30, identifying the type and amount of all taxes remitted to the commonwealth during the previous calendar year. **Note, however, the first annual report due Jan. 30, 2012, should report all taxes remitted to the commonwealth between July 1 and Dec. 31, 2011.** Businesses within the NIZ must complete Sections 1 through 6 and have the report notarized.

Failure to file a complete report on a timely basis will result in the imposition of a penalty of 10 percent of all state taxes payable by the business for activities in the NIZ during the previous calendar year.

The following businesses within the NIZ must complete this report:

- NIZ Qualified Business: Any sole proprietorship, corporation, limited liability company, partnership or association that conducts business or provides services within the borders of the NIZ.
- Professional Sports Organization: Any sole proprietorship, corporation, limited liability company, partnership or association that owns a professional sports franchise and conducts professional athletic events at the sports arena facility or facility complex within the NIZ zone.
- Construction Contractors, Vendors and Concessionaires: Any such entities at the sports arena facility or facility complex within the NIZ zone.

The completed report must be mailed to:

Pennsylvania Department of Revenue
Attention: Economic Development Coordinator
1133 Strawberry Square
Harrisburg, PA 17128-1100

Questions regarding the report may be directed to 717-772-3896 or ra-btftrevkoz@pa.gov.

General Instructions for Completing NIZ Tax Report

Each business within the NIZ must use the schedules in this report to identify:

- (1) State taxes paid by the business for all Pennsylvania locations (PA Consolidated); and
- (2) State taxes attributable to the location(s) within the NIZ (Location(s) within NIZ).

To determine taxes paid, the schedules require businesses to identify tax payments and tax refunds.

For businesses whose only location is within the NIZ, the consolidated Pennsylvania tax amounts will be the same as the taxes attributable to the location within the NIZ.

Businesses with locations inside and outside the NIZ will have to apportion taxes attributable to the location within the NIZ, according to the instructions for each schedule.

Refund payments issued by the Department of Revenue as the result of an overpayment, the submission of an amended tax return or a successful petition for refund must be documented on each schedule within the Report in columns C and D. Any businesses with more than one location within the NIZ must submit separate reports for each location within the NIZ, unless doing so would place undue burden upon the taxpayer.

Payments must be identified by the calendar quarter in which they were remitted. Calendar quarters are as follows:

- 1st Quarter: Jan. 1 through March 31
- 2nd Quarter: April 1 through June 30
- 3rd Quarter: July 1 through Sept. 30
- 4th Quarter: Oct. 1 through Dec. 31

NOTE: Only state tax remittances should be recorded within the tax report. Do not include local tax information.

NEIGHBORHOOD IMPROVEMENT ZONE PROGRAM ANNUAL TAX REPORT

1. Business Information

Calendar Year: _____

Legal Name: _____

Doing Business As (DBA)/Trade Name: _____

Address 1 within NIZ: _____ City: _____ State: _____ ZIP Code: _____

Date business commenced operations in the NIZ: _____

Address 2 within NIZ: _____ City: _____ State: _____ ZIP Code: _____

Date business commenced operations in the NIZ: _____

If more than two business locations are within the NIZ, please identify additional locations on a separate sheet.

2. Business Tax Account Information

Federal Employer Identification Number: _____

PA Sales/Use Tax License Number: _____

PA Employer Withholding Account Number: _____

PA Corporate Tax Account Number: _____

3. Contact Information

All questions concerning this report should be directed to the following contacts:

Name: _____ Title: _____

Telephone: _____ Email Address: _____

Name: _____ Title: _____

Telephone: _____ Email Address: _____

4. Business Information

Describe the type of business, principal product or service and parent company, if any:

How many employees are working within the NIZ? _____

Did the business create new jobs within the NIZ during the calendar year? Yes No

Total number of new jobs created: _____ Permanent _____ Seasonal _____

Average Salary or Hourly Wage: _____

If the business expanded operations within the NIZ, what was the private investment amount? _____

Employer Withholding Tax Schedule

Taxpayers must identify Pennsylvania personal income tax remitted to the Department of Revenue which was withheld from compensation paid to:

- (1) All employees within Pennsylvania (PA Consolidated); and
- (2) Employees at business location(s) within the NIZ (Location(s) within NIZ).

Businesses with locations inside and outside the NIZ must apportion employer withholding attributable to the location(s) within the NIZ by calculating the number of employees at the business location(s) within the NIZ, and determining Pennsylvania personal income tax remitted to the Department of Revenue which was withheld from the compensation of those employees and report that amount in column B.

Businesses are encouraged to consult W-3 filings, e-TIDES account information, payroll providers and company accounting records to determine employer withholding paid to the commonwealth and refunded during each quarter of the calendar year.

5. Tax Report	COLUMN A Total Payments per Quarter: PA Consolidated	COLUMN B Total Payments per Quarter: Location(s) within NIZ	COLUMN C Refunds Granted: PA Consolidated	COLUMN D Refunds Granted: Location(s) within NIZ
1st Quarter				
2nd Quarter				
3rd Quarter				
4th Quarter				
Total				

Sales, Use & Hotel Occupancy Tax Schedule

Taxpayers must identify sales, use and hotel occupancy tax remitted to the Department of Revenue which was collected:

- (1) At all business locations within Pennsylvania (PA Consolidated); and
- (2) At the business location(s) within the NIZ (Location(s) within NIZ).

Businesses with locations inside and outside the NIZ must apportion tax type attributable to the location(s) within the NIZ and report that amount in column B.

Businesses are encouraged to consult PA-3 sales tax filing histories and e-TIDES account information to determine sales, use and hotel occupancy tax paid to the commonwealth and refunded during each quarter of the calendar year.

NOTE: Construction contractors should not include any sales tax paid on materials used in construction of the facility or facility complex. Instead, construction contractors should report these amounts on Page 9 of this report, Facility or Facility Complex Construction Tax Schedule.

5. Tax Report (continued)	COLUMN A Total Payments per Quarter: PA Consolidated	COLUMN B Total Payments per Quarter: Location(s) within NIZ	COLUMN C Refunds Granted: PA Consolidated	COLUMN D Refunds Granted: Location(s) within NIZ
1st Quarter				
2nd Quarter				
3rd Quarter				
4th Quarter				
Total				

Corporate Net Income Tax Schedule

Corporate taxpayers must identify corporate net income tax remitted to the Department of Revenue:

- (1) On income from all business locations within Pennsylvania (PA Consolidated); and
- (2) On income attributable to the business location(s) within the NIZ (Location(s) within NIZ).

Corporations with locations inside and outside the NIZ should refer to the **Supplemental Apportionment Worksheet for Corporations** for guidance in apportioning corporate net income tax attributable to the business location(s) within the NIZ and report those amounts in Column B.

Corporations are encouraged to consult RCT-101 and other corporate tax filings to determine corporate net income tax paid to the commonwealth and refunded during each quarter of the calendar year.

5. Tax Report (continued)	COLUMN A Total Payments per Quarter: PA Consolidated	COLUMN B Total Payments per Quarter: Location(s) within NIZ	COLUMN C Refunds Granted: PA Consolidated	COLUMN D Refunds Granted: Location(s) within NIZ
1st Quarter				
2nd Quarter				
3rd Quarter				
4th Quarter				
Total				

Capital Stock/Foreign Franchise Tax Schedule

Corporate taxpayers must identify capital stock/foreign franchise tax remitted to the Department of Revenue:

- (1) For all business locations within Pennsylvania (PA Consolidated); and
- (2) For the business location(s) within the NIZ (Location(s) within NIZ).

Corporations with locations inside and outside the NIZ should refer to the **Supplemental Apportionment Worksheet for Corporations** for guidance in apportioning capital stock/foreign franchise tax attributable to the business location(s) within the NIZ and report those amounts in Column B.

Corporations are encouraged to consult RCT-101 and other corporate tax filings to determine corporate net income tax paid to the commonwealth and refunded during each quarter of the calendar year.

5. Tax Report (continued)	COLUMN A Total Payments per Quarter: PA Consolidated	COLUMN B Total Payments per Quarter: Location(s) within NIZ	COLUMN C Refunds Granted: PA Consolidated	COLUMN D Refunds Granted: Location(s) within NIZ
1st Quarter				
2nd Quarter				
3rd Quarter				
4th Quarter				
Total				

Miscellaneous Tax Schedule

Taxpayers must identify any other state taxes paid but not identified elsewhere in this tax report – by tax type, by calendar quarter – attributable to:

- (1) All business locations within Pennsylvania (PA Consolidated); and
- (2) The business location(s) within the NIZ (Location(s) within NIZ).

Miscellaneous taxes include any tax imposed by the commonwealth or any of its political subdivisions on a qualified business engaged in an activity within the NIZ, except for property taxes.

For example, a sole proprietor, shareholder in a PA S corporation, partner in a partnership or member of an LLC must report Pennsylvania personal income tax paid on business income but not withheld by the business. Additional examples of miscellaneous taxes include bank shares tax, gross receipts tax and liquor tax.

Please detail any other state taxes paid by a qualified NIZ business within the NIZ. Please identify the tax you are reporting reported in the Tax Type box and reproduce this page as necessary to report each miscellaneous tax on a separate sheet.

NOTE: Do not include any local tax on this schedule.

Tax Type:				
5. Tax Report (continued)	COLUMN A Total Payments per Quarter: PA Consolidated	COLUMN B Total Payments per Quarter: Location(s) within NIZ	COLUMN C Refunds Granted: PA Consolidated	COLUMN D Refunds Granted: Location(s) within NIZ
1st Quarter				
2nd Quarter				
3rd Quarter				
4th Quarter				
Total				

Facility or Facility Complex Construction Tax Schedule

The sports arena facility and contractors with construction contracts must report sales/use tax paid on materials and other construction costs related to the construction of the sports arena facility or facility complex.

5. Tax Report (continued)	COLUMN B Total Construction Sales/Use Tax Payments per Quarter	COLUMN D Total Construction Sales/Use Tax Refunds Granted
1st Quarter		
2nd Quarter		
3rd Quarter		
4th Quarter		
Total		

6. Tax Remittance Summary

Add all the Column B totals from each tax schedule to arrive at the sum of state taxes remitted to Pennsylvania by location(s) within the NIZ, and enter the figure below:

\$ _____

Add all the Column D totals from each tax schedule to arrive at the sum of state taxes refunded to location(s) within the NIZ, and enter the figure below:

\$ _____

Taxpayer Affirmation

"I hereby affirm under penalties prescribed by law that this report, including any accompanying schedules, has been examined by me, and to the best of my knowledge and belief is a true, correct and complete report."

Signature of authorized taxpayer representative: _____

Notary:

Subscribed and sworn to before me this _____ Day of _____ in the Year _____

Signature: _____

My Commission Expires on: _____

(Seal/Stamp)